Instructions for using the ESEA Federal Programs Monitoring Upload Tool (MUT)

Monitoring documentation is due in the MUT two weeks prior to the onsite visit date.

Currently, the MUT is only available to LEAs who will be monitored in the current year.

Step One:

The SDE Title I coordinator notifies the Federal Programs Director (FPD) that the MUT is available to use. The FPD is given a password with instructions to change the password the first time the MUT is used.

Account: This is your email address
Password: The SDE gives you an initial password that must be changed the first time you access the MUT.
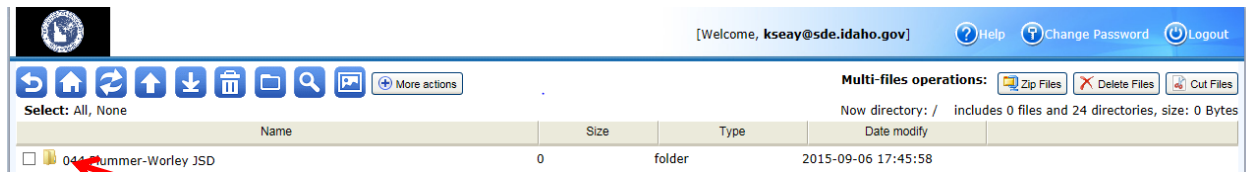**To change the password**, Log-on with the initial password. Click on the "Change Password" link on the upper right hand side of the screen and follow the instructions.

You know you are logged in, when you see a welcome message up top.
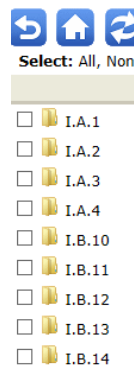
Step Two:

You will see a folder titled your LEA number and name.

Double click on the folder (marking the checkbox will NOT get you into the folder).

Step Three:

When the LEA folder is open, you will see a list of indicators that matches the 2015-2016 Federal Programs Monitoring Tool.
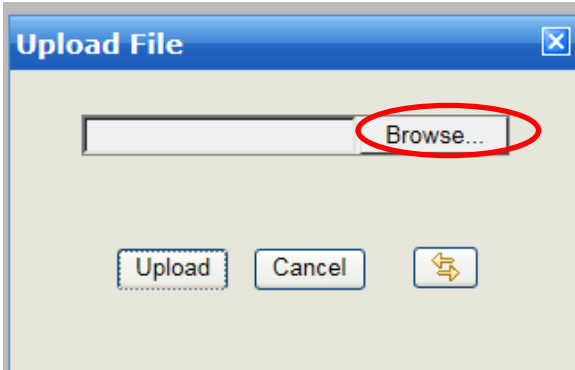

Step Four:

To upload a document into a folder, do the following:

1. Scan your document
2. Save it on your computer and call it I.A.1 (or the correct indicator name)
3. Open the appropriate Indicator folder in the ESEA Federal Program Monitoring Upload Tool (for example, open the I.A.1 folder by double clicking on the folder)
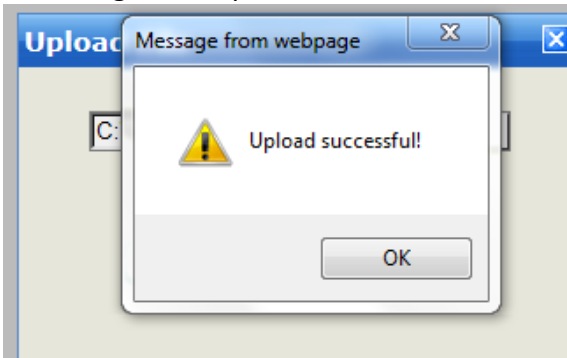4. Click the UP button

5. Click on the Browse link

6. Find your document on the computer; double click it and hit the Upload button;
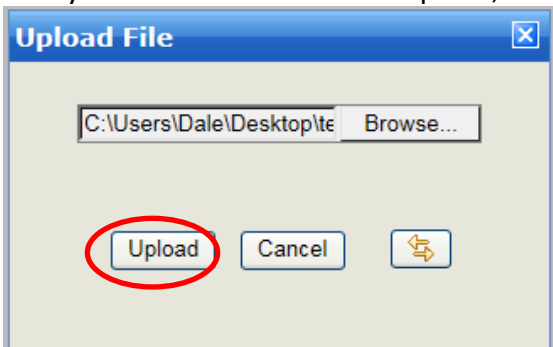
7. You will get an "Upload Successful" icon:

8. You have just successfully saved a document into the indicator folder!
9. Repeat for each indicator for which your LEA has programs. For example, if your LEA does not receive Migrant Education (Title I-C) funds, then you will not be monitored for those indicators and will not have any documents in those indicator folders.

Step Five:

Click on the Logout link.